

RESOLUTION NO. 93-27

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A RESOLUTION OF THE LODI CITY COUNCIL  
APPROVING CLASS SPECIFICATIONS  
AND SETTING CONTROL POINT FOR POLICE CHIEF

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BE IT RESOLVED, that the Lodi City Council does hereby approve the class specifications for the Police Chief, attached hereto as Exhibit A; and

BE IT FURTHER RESOLVED, that the Council does hereby approve the Control Point for this position be set at \$7,000 per month (salary plus Public Employees Retirement System (PERS) contribution).

Dated: February 17, 1993


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I hereby certify that Resolution No. 93-27 was passed and adopted by the Lodi City Council in a regular meeting held February 17, 1993 by the following vote:

Ayes: Council Members - Mann, Sieglock, Snider and Pennino  
(Mayor)

Noes: Council Members - Davenport

Absent: Council Members - None

  
Jennifer M. Perrin  
City Clerk

POLICE CHIEFDEFINITION:

Under administrative direction, plans, organizes, coordinates and directs the City's comprehensive police services and law enforcement program; provides professional assistance to City management staff in areas of expertise; fosters cooperative working relationships with citizen groups and other agencies on police matters; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS:

This class is a department head with responsibility for policy development, program planning, fiscal management, administration and operation of the divisions of the Police Department. The incumbent is responsible for accomplishing both departmental objectives and for furthering public safety and City goals and objectives within general policy guidelines.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Plans, organizes, coordinates, and directs through police captains all City police functions including patrol, law enforcement, investigation, police communications, community and administrative services.
- Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the department.
- Works closely with the City Manager, the City Council, other city departments, a variety of public and private organizations, and citizen groups in developing programs and implementing projects to solve police service problems.
- Prepares and recommends long-range plans for City police service programs; develops specific proposals for action on current and future City needs.
- Directs the preparation and administration of the annual budget for the department.
- Represents the City and the Police Department and works closely with citizen groups and public and private officials to provide technical assistance, directly or through subordinate staff.
- Coordinates the preparation of a wide variety of reports or presentations for City management or outside agencies.
- Directs the selection, supervision and work evaluation of department personnel.
- Provides for staff development and supervisory training programs.
- Directs the development of management systems, procedures and standards for program evaluation; monitors developments related to police service matters, evaluates their impact on City operations, and implements policy and procedure improvements.

MINIMUM QUALIFICATIONS:

Knowledge of:

Jail and operations standards.

Administrative principles and methods, including goals and objectives development, program development and implementation, work organization and delegation, and employee supervision.

Principles and practices of law enforcement, investigation, patrol, community services, and related police services.

Criminal law, codes, ordinances and court interpretations including rights of citizens, apprehension, arrest, search and seizure, and rules of evidence.

Principles and practices of budget development and administration.

Local government organizations and functions as related to public safety.

Skill to:

Plan, organize, administer, coordinate and evaluate a comprehensive police services program.

Select, motivate and evaluate staff and provide for their training and professional development.

Develop and implement goals, objectives, policies, procedures, work standards and internal controls.

Analyze complex technical and administrative police service problems, evaluate alternative solutions, and adopt effective courses of action.

Prepare clear and concise reports, correspondence, and other written materials.

Establish and maintain cooperative working relationships with a variety of citizens, public and private organizations, boards and commissions, and City staff.

Exercise sound independent judgment within general policy and administrative guidelines.

EDUCATION AND EXPERIENCE:

Any combination equivalent to experience and education that would likely provide the required knowledge and abilities would be qualifying. A typical combination is:

Education: Equivalent to a Bachelor of Arts degree from a four year college or university with major coursework in criminology, law enforcement, social science, public administration or a closely related field.

Experience: Five years of increasingly responsible police management experience, including two years at the rank of Captain.

LICENSES AND CERTIFICATES:

Possession of an appropriate, valid Driver's License from the California Department of Motor Vehicles.